

DRMS ORGANIZATION, MISSION AND FUNCTIONS

- I. DRMS Instruction 5100.1, April 15, 1996, is changed as follows:

REMOVE OLD INSERT NEW

pages III-4-1 thru III-4-8

pages III-4-1 thru III-4-7

- II. After reviewing this change and posting accordingly, readers will file this change sheet in front of DRMS-I 5100.1 for reference purposes.

BY ORDER OF THE COMMANDER

/s/
JANINE DES VOIGNES
Executive Assistant

PART III

CHAPTER 4

DIRECTORATE OF CONTRACTING (TP)

MISSION: Acts as the principal advisor and assistant to the Commander in directing the accomplishment of contracting support for DRMS. This includes hazardous waste disposal, commercial activities programs, precious metals recovery contracts, Command Initiative contracts, and for providing base contracting support for DRMS, DLIS, and other tenant agencies of the Battle Creek Federal Center.

4100 PROCUREMENT OPERATIONS DIVISION (DRMS-TPO)

MISSION: Implements contracting policies and program support of missions and functions. Perform all preaward and postaward activities associated with base contracting support for DRMS, DLIS, and other tenants of the Battle Creek Federal Center.

4110 OPERATIONAL CONTRACTING BRANCH (DRMS-TPOO)

MISSION: Accomplishes responsibilities for base contracting support of the activities supported through ISAs and for DRMS. Accomplishes responsibilities for contracting for commercial activities, precious metals recovery, command initiatives.

FUNCTIONS:

1. Purchases operating supplies, equipment, services and other material as required by DRMS, DLIS, and other tenants of the Battle Creek Federal Center. Contracts for recovery of precious metals, commercial activities contracting and command initiatives. Performs contract management as listed and as otherwise required by the FAR and implementing guidance.
2. Reviews procurement request to assure that a valid requirement exists prior to initiating the acquisition process. Assists requiring office in defining and the development of the requirements.
3. Conducts Market Research.
4. Determines method of contracting, contract type, and appropriate contract clauses.
5. Determines scope of competition to be solicited.
6. Solicits proposals, bids, and quotations.
7. Reviews and evaluates offers, bids and quotations and determines the responsibility of prospective contractors.
8. Conducts negotiations on price, technical terms and conditions, type of contract and other contractual provisions.
9. Obtains required contract approvals and clearances.
10. Awards contracts and purchase orders.
11. Uses Government credit card for purchase of supplies and services to support DRMS-TP. Uses Government credit card for purchases in excess of \$2,500 for all DRMS and DLIS offices. Uses accommodation checks to make purchases for DRMS.

12. Maintains files and publications in accordance with the FAR and supplements by DoD and DLA.
13. Accomplishes repurchases against defaulted contractors.
14. Participates in acquisition planning. Schedules and conducts business strategy meetings.
15. Maintains bidders list, conducts bid openings, assures bid security and prepares bid abstract.
16. Implements Socioeconomic Programs.
17. Provides contractually for performance and other bonds, as appropriate.
18. Accomplishes commercial style buying utilizing best value provisions/evaluation techniques.
19. Responds to contract inquiries, contractor claims, requests for equitable adjustments, contract disputes and contractor requests for waivers/deviations and makes decisions in accordance with regulations and guidance.
20. Issue delivery/task orders and modifications thereto.
21. Processes progress and advance payments, guaranteed loans and other financial arrangements.
22. Issues show cause letters, cure notices and terminations for convenience/default.
23. Obtains contract performance data, monitors, processes and expedites contracts and delivery/task orders, and develops contract status information. Responds to inquiries by requisitioning activities relative to status of contract actions.
24. Processes contract files for administrative closeout and retirement to Federal Records Center.
25. Maintains liaison with DCMC contract administration elements.
26. Participates in conferences and seminars with the program office, headquarters personnel, and customers to enhance mission effectiveness.
27. Conducts post award orientation conferences.
28. Ensures contractor compliance with contract quality assurance requirements.
29. Conducts necessary training to Contracting Officers Representatives (CORs) and COR nominees.
30. Appoints individuals to serve as CORs and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
31. Performs contract management functions for contracts as provided by FAR and implementing guidance.
32. Manages command initiative contracts, involving assistance to the program office and the facilities and contractors throughout the United States. Contracts involve special payment structures and may include unique contract types.
33. Participates in the proceedings of the Contract Review Board to assure regulatory compliance in all contractual instruments and that all terminations and claims are resolved in the best interest of the Government.

4120 POLICY AND TECHNICAL SUPPORT BRANCH (DRMS-TPOS)

MISSION: Develops, monitors, coordinates and implements policies and programs in support of assigned missions and functions. Responsible for analysis and establishment of overall contracting policies for the directorate. Provides ADP systems support for the contracting and procurement systems (i.e., Base Operating Support System). Provides analysis and other technical advice on cost and price matters.

FUNCTIONS:

Policy and Systems :

1. Administers a program to standardize contract clauses and operating procedures at the activity. Ensures uniform application of contracting regulations, policies and procedures within DRMS.
2. Issues and maintains a record of delegations of authority for activity contracting officers.
3. Initiates, designs and/or coordinates studies of contracting concepts, operations, procedures and techniques; implements results; and coordinates with contracting elements of DLA and the military departments as required. Develops activity applications of most effective and current methods of operations.
4. Participates in the proceedings of the Contract Review Board to assure regulatory compliance in all contractual instruments and that all terminations and claims are resolved in the best interest of the Government.
5. Command focal point for and implements the Small Business and Small Disadvantaged Business Utilization Program.
6. Processes requests for information under the Freedom of Information Act.
7. Command focal point for the processing of unsolicited proposals.
8. Assesses the impact of proposed legislation on matters affecting contracting policies and operations. Recommends position of proposed legislation and policy directives impacting the contracting operations.
9. Attends briefings and plans conferences to discuss contracting policy requirements, to advise on controversial contracting policy matters and participates in planning. Takes action to modify contracting procedures based on internal and/or external reviews.
10. Implements the DLA Competition Advocate Program, DLAD 4105.17.
11. Serves as team member in development of statements of work for special contracts.
12. Serves as the contracting directorate Budget Office.
13. Serves as the Contracting Directorate's information technology program office (i.e., BOSS, SPS, and EDI).
14. Serves as the Contracting Directorate's training coordinator.
15. Serves as the DRMS Ombudsman and Competition Advocate.

Cost/Price Analysis Functions :

1. Conducts cost and/or price analysis of bids or proposals to ascertain the reasonableness of the contract price proposed, adequacy of the data submitted, and preparation of comprehensive recommendation concerning negotiation objectives.

2. Analyzes financial and other related statements and notifies the contracting officer of the requirements for additional financial statements or information, when requested, obtains/prepares analysis of proposed contractors financial status, obtains additional financial or technical data as needed for review.
3. Acts in advisory capacity on cost, price and financial matters in the course of attending prenegotiation objectives briefings and contract negotiations.
4. Furnishes advice in connection with contractor claims and the analysis of profit/loss on government contracts.
5. Maintains information on historical and projected labor rates and price indices and prepares/furnishes pricing and price trend reports, market statistics, or specific ad hoc cost or pricing studies as required.
6. Provides assistance in determining the appropriate procedures to be utilized involving price evaluation and contract repricing (e.g., Incentive and Economic Price Adjustment Provisions).
7. Assists the contracting officer and the Contract Review Board in the processing of claims by the government against contractors.
8. Accomplishes liaison involving DCAA, contractors, DCMC and other contract administration activities, HQ DLA, and the contracting officer in all matters involving cost, pricing or financial data, including obtaining necessary data and field pricing/audit reports.
9. Furnishes appropriate input to the contracting officer in the form of price/cost analysis reports.
10. Tracks, monitors, and prepares reports on the status of contract audits per DoD Directive 7640.2, Policy for Follow-up Contract Audit Reports.
11. Performs, when requested, post award price analysis of contracts identified on a selective sampling basis.

4200 HAZARDOUS CONTRACTS DIVISIONS (TPH, TPHA, TPHB, TPHC, TPHD)

**HAZARDOUS CONTRACTS DIVISION (TPH)
HAZARDOUS CONTRACTS EASTERN BRANCH (TPHA)
HAZARDOUS CONTRACTS EUROPEAN BRANCH (DRMS-TPHB)
HAZARDOUS CONTRACTS MIDWESTERN BRANCH (TPHC)
HAZARDOUS CONTRACTS WESTERN BRANCH (TPHD)**

MISSION: Perform all preaward and postaward activities associated with the contracting of hazardous waste disposal in North America, Hawaii, Guam, the Caribbean, Asia, and Europe.

FUNCTIONS:

1. Participates in acquisition planning. Schedules and conducts business strategy and pre-requirements meetings.
2. Reviews procurement requests to assure that a valid requirement exists prior to initiating the acquisition process.
3. Determines the method of contracting and appropriate contract clauses.
4. Determines the scope of competition to be solicited.

5. Solicits bids, proposals and quotations utilizing best value provisions/evaluation techniques.
6. Evaluates bids, proposals and quotations and determines responsibility of prospective contractors.
7. Conducts negotiations on price, technical terms and conditions, type of contract and other contractual provisions.
8. Obtains required contract approvals and clearances.
9. Provides contractually for progress payments, advance payments or other financial arrangements to contractors.
10. Awards contracts.
11. Implements Socioeconomic Programs.
12. Maintains bidders list, conducts bid openings, assures bid security and prepares bid abstracts.
13. Maintains files and publications in accordance with the Federal Acquisition Regulations (FAR) and supplements by DoD and DLA.
14. Accomplishes repurchases against defaulted contractors.
15. Participates in the proceedings of the Contract Review Board to assure regulatory compliance in all contractual instruments. Ensures all contract terminations and claims are resolved in the best interest of the Government.
16. Obtains, maintains and evaluates contractor and offeror past performance data. Performs periodic technical surveillance of all contracts.
17. Assume contracting officer functions immediately after awards have been issued and responds as contracting officer to all inquiries, CAS elements and requisitioning activities.
18. Performs contract management functions as listed and as otherwise provided in the FAR and implementing guidance.
19. Administers contractor claims and waivers and resolves contract disputes.
20. Reviews and approves changes to contracts. Issues contract modifications, change orders, and supplemental agreements.
21. Negotiates for and prepares modifications of contracts to provide progress and advance payments, guaranteed loans and other financial arrangements when required.
22. Issues terminations for default/convenience.
23. Obtains contract performance data; monitors, develops contract status information, responds to requisitioning activities relative to the status of contract actions.
24. Receives, processes and files all completed contractual documents, maintains contract files, processes contract files for retirement.
25. Maintains liaison with DCMC contract administration elements.

26. Participates in conferences and seminars with higher echelon, contractors, and customers to enhance mission effectiveness.

27. Coordinates and issues delivery/task orders and delivery/task order modifications.

28. Conducts post award orientation conferences.

29. Negotiates and executes modifications to the contract to include delivery schedule changes.

30. Prepares findings of fact and issues decision under the disputes clauses.

31. Processes and executes novation and change of name agreements.

32. Performs surveillance and status reporting of contractor performance to be used in past performance evaluations.

33. Ensures contractor compliance with contract quality assurance requirements and safety requirements.

34. Reports any inadequacies noted in the specifications.

35. Evaluates and submits to the Chief of the Contracting Office recommendations for acceptance or rejection of waivers.

36. Consents to the placement of subcontracts.

37. Ensures timely submission of required reports.

38. Develops and applies efficient procedures for performing government contract quality assurance actions under the contract.

39. Conducts all actions necessary to verify whether the services conform to contract quality requirements.

40. Maintains, as part of the performance records of the contract, suitable records reflecting the nature of government contract quality assurance actions, and decisions regarding the acceptability of the services as well as the actions to correct non-conforming services.

41. Recommends any changes necessary to the contract, specification instructions or other requirements that will provide more efficient operations or eliminate unnecessary cost.

42. Accepts or rejects services performed.

43. Conducts necessary training to Contracting Officers Representatives (CORs) and COR nominees.

44. Appoints individuals to serve as CORs and terminates such appointments as necessary; maintains activity files on all CORs and conducts annual evaluations of their performance.

45. Maintains files and publications in accordance with the Federal Acquisition Regulation and its supplements.

46. Reviews and approves or disapproves contractors' requests for payment under the partial payments clauses.

47. Issues show cause letters and cure notices.

48. Prepares documentation supporting recommendations to the headquarters contracting office for partial and complete terminations for convenience and for default. Executes terminations for convenience in accordance with guidance.